



CALIFORNIA

Technician/AGR Administrative Instruction

National Guard Technicians - CAL NG Active Guard/Reserve

MILITARY DEPARTMENT

**P. O. BOX 269101
Sacramento, CA 95826-9101**

NUMBER

03-18

Expires 26 June 2003

30 April 2003

INTRODUCTION TO SUPERVISION COURSE

1. The Introduction to Supervision Course is **MANDATORY** for technicians who have accepted a position as a supervisor. It is intended to prepare the new supervisor for his/her new role in the work force and to help make the transition from a non-supervisory technician responsible for *getting the work done*, to being responsible for seeing that *others get the work done*.
2. The role of a supervisor involves much more than seeing that the work gets completed. A new supervisor must gain or improve skills such as communication, flexibility, conflict management, team building, problem-solving, negotiating and mediating, and other skills that fall under the responsibility of the supervisor. It is important that a supervisor understand the personnel related laws, rules, and regulations.
3. To help prepare supervisors for their new role, the Introduction to Supervision Course is offered as follows:

**Location: Conference Room, Building 632,
Camp San Luis Obispo
Date: 24 – 26 June 2003
Time: 0800 hours – 1630 hours**

4. If you plan to attend this course, submit a DD Form 1556, Request, Authorization Agreement, Certification of Training and Reimbursement, and a request for orders (if applicable) and forward your request to your organization's personnel remote designee.

5. If you have any questions, please contact Marjorie Rodriguez, Employee Development Specialist at CAGNET 63493, DSN 466-3493 or (916) 854-3493.

FOR THE ADJUTANT GENERAL:

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